



# City of Seattle VOLUNTEER STUDENT INTERNSHIP (unpaid)

## MAYOR'S OFFICE

### **About the Mayor's Office:**

As Seattleites, our greatest strengths are the passion we have for our City, our ability to solve problems creatively, and our concern for the well-being of our neighbors. In times such as these, when budgets everywhere are tight, the work of passionate, creative, and concerned people can make a big difference. The Mayor's Office is committed to a government that empowers the people it serves.

### **POSITION & DUTIES: Community Organization Outreach and Analysis Internship**

- Create a directory of Seattle non-profits, community-based organizations, and neighborhood groups by combining existing lists and adding unrepresented organizations
- Validate contact info and meeting times
- Analyze capacity and areas of concentration
- Finalize research with creation of a unified spreadsheet for use in ongoing community engagement efforts

### **EDUCATIONAL BENEFIT:**

- A unique view on the outreach efforts and processes of the Mayor's Office
- A great opportunity to build relationships with local organizations and better understand the work being performed by those organizations
- The ability to gain experience working with diverse communities

### **REQUIREMENTS**

**Enrollment:** Applicants must be upper-level underclassmen or graduate students (related experience can substitute for class standing) and in good academic standing. Ability to gain academic credit for internship experience.

**\*\*Exception:** students who are enrolled in academic programs where an internship is a graduation/degree requirement (proof will be required).\*\* Students who will not be enrolled past June 2010 will not be eligible for this internship.

**Qualifications:** Strong commitment to public service. Time management skills: ability to estimate resources required & deliver on time. Ability to operate independently as well as work in a team environment. Strong writing skills. Ability to handle frequent changes in deadlines and priorities. Ability to be a good listener and work inclusively with all community and government contacts. Ability to apply the concepts of the Mayor's Race and Social Justice Initiative into daily work.

### **POSITION BEGINS and ENDS**

Beginning and end dates are flexible and can accommodate a school schedule, but an overall commitment of 12 weeks is expected.

### **HOURS**

The work week hours can be flexible (approximately 25 hours per week) and there may be some evening and weekend work.

### **HOW TO APPLY**

Provide the following:

- An **Application** found as a link on the bottom of [www.seattle.gov/jobs/internships.asp](http://www.seattle.gov/jobs/internships.asp) (choose volunteer application)
- A Cover letter
- A Resume outlining experiences and qualifications (please include your intended date of graduation)
- A **Transcript** of completed courses (Unofficial okay – should include credits, grades, and cumulative GPA)
- A writing sample of 1-5 pages, either for class or publication.

Send materials to: Heather Weldon, City of Seattle Personnel Department at [cwp@seattle.gov](mailto:cwp@seattle.gov)

In the subject line of your e-mail please list "Community Organization Outreach & Analysis Internship"

**APPLICATION DEADLINE: 4:00 PM, April 29, 2010**